



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

TO: LEA and ISD Superintendents
Public School Academy Authorizers and Directors

FROM: Sally Vaughn, Ph.D., *Sally*
Deputy Superintendent/Chief Academic Officer

DATE: July 11, 2008

SUBJECT: Appeal Deadline for 2008 Draft School Report Cards

The purpose of this memo is to update you on items related to the Michigan School Report Card for 2008 including the deadline for appeals for high schools, K-12 schools, alternative schools, special education centers, and district AYP and the one percent cap on proficient scores for students with disabilities assessed with alternate assessments based on alternate achievement standards (MI-Access). The following summarizes the deadline:

July 25, 2008	Report Card appeals for high schools, K-12 schools, alternative schools, special education centers, and district AYP.
	One Percent and Reallocation Applications

Please note that this deadline is firm.

Report Card Appeal Deadline for High Schools and District AYP

Draft school report cards are now available for high schools, alternative schools, K-12 schools, special education centers and final district AYP. The time period for filing appeals for these schools will be through midnight of **Friday, July 25, 2008**. No appeals will be accepted after that time. The draft 2008 School Report Cards are available to authorized users at the following web site:
<https://oeaa.state.mi.us/ayp/login.asp>.

Federal Growth Model Pilot for AYP

The Michigan Department of Education (MDE) is pleased to announce that the United States Department of Education (USED) has approved MDE's application to participate in a growth model pilot. The growth model has been included in AYP determinations for 2007-08 in the draft Report Cards for elementary and middle schools.

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Key features of the growth model are:

- Uses performance level change (first reported for fall 2007 MEAP) to track student performance from year to year;
- Measures whether students, who are not yet proficient, are “on track” to becoming proficient within three years.

If students are “on track” toward becoming proficient within three years, those students will count toward schools making AYP even if they are not yet proficient. This will result in a modest number of schools that did not make AYP after appeals ultimately making AYP in the final determination. No schools will be affected negatively by considering student progress toward proficiency. Additional details on the Growth Model are contained in the [Guide to Reading the Michigan School Report Cards](#).

District AYP

Federal law and guidance requires that a separate AYP determination be made for most school districts, in addition to making a determination of AYP for each school. This applies only when the district had more than one school where an AYP determination is made. A district will make AYP as long as they make AYP at the elementary, middle school, or high school grade range. A district is considered to have made AYP if AYP is met at one or more of the three grade ranges. District AYP determinations are reported for each grade range. Authorized users can now see the preliminary district AYP determinations for all three grade ranges. The achievement of a student that moved between schools within a district will be counted for district AYP, even though the student's achievement is not counted for school AYP.

1% Cap

Michigan's alternate assessments (MI-Access Participation, Supported Independence and Functional Independence) fall under the No Child Left Behind (NCLB) 1% cap regulation since these assessments are based on alternate achievement standards. The rules permit up to 1% of the total district enrollment at the grades assessed, who participate in alternate assessment and surpassed or attained (levels 1 and 2) the performance standard on the alternate assessment, to be counted as “proficient” for the AYP determination. This regulation does not limit the number of students who can participate in alternate assessment. Federal rules require that school districts may apply for state approval of an exception in the case where the district exceeds the 1% cap at the district level, due to circumstances that are unique to the district. The state cannot exceed a 1% cap across the state.

School districts and public school academies that had an approved application for exception to the 1% cap in the 2006 or the 2007 Report Card cycles will NOT need to submit the application again. The application for the exception is contained in the **2008 District Application for an Exception to the 1% Cap on Students Proficient Using Alternate Achievement Standards** located at <http://www.michigan.gov/ayp>. The form, **2008 Application to Request Reallocation of Functional Independence Suppressed Scores**, is also available to use in cases where MDE suppressed proficient

scores in the Functional Independence assessment of students with specific disabilities. The due date for these forms will be midnight of **Friday, July 25, 2008.**

Appeal Procedures

A school district has the opportunity to appeal any data that affect the *Education YES!* letter grade or AYP status of its schools if it has evidence that the data may be inaccurate. MDE will do all that it can to correct errors that are brought to its attention. The purpose of the appeal window is to address substantive issues regarding the draft School Report Cards. The school district must cite specific data that is challenged in the appeal.

When an authorized user enters the School Report Card web site, the user can ask MDE to make corrections to the data that the Report Card is based on. The user initiates an appeal by clicking "Request Appeal" on any page of the Report Card web site. Once an appeal is submitted, the user will receive an email confirming the appeal. Users can also use the "Issue Tracker" where the user can:

- Attach supporting documents (Excel and Word files) as needed;
- View the original communication to confirm that the message was delivered and that the appeal is active;
- View additional communication from MDE about the pending appeal;
- Add information or clarify data regarding the appeal; and
- Verify that MDE has made the appropriate correction and that the appeal can be "closed."

This system will also allow MDE to track all appeals to ensure they are resolved. It is important that users verify that their email address is correct when an appeal is filed. Users should also look for a confirmation email after an appeal is initiated. Any further communication and/or action on each appeal will be accompanied by an email from MDE to the email address indicated on the original appeal. A link to the issue tracker is provided on the Report Card web site after the authorized user logs into the system. Links to the issue tracker page are at the top and bottom of the screen. Please use the issue tracker to add additional information about an issue, rather than creating a new issue.

Deadline for Appeals

MDE staff will accept no Report Card appeals after the designated appeal period. I encourage you to review the data for your school as soon as possible.

Please feel free to contact MDE staff in the Accountability and Accreditation Unit at (517) 373-1342 (email aypcontactus@michigan.gov) if you have questions or if you need additional information on these issues.